INSERT LOGO and address

Dear <insert employee name>

You’ve been a valuable addition to our service and we’re sorry to see you go. You will be missed by all team members as well as the families and children that you’ve educated and cared for.

I’ve attached a survey and invite you to share your views about service. Please feel free to answer all questions honestly. Your thoughts will help us on our journey of continuous improvement and will remain confidential.

We all wish you and your family the very best for the future.

Warm Regards

Insert Name

Nominated Supervisor

Insert Phone number

Insert Date